

3rd Grade Computer

Long Range Plans – August, 2010 through May, 2011

<p>AUGUST / SEPTEMBER</p>	<ul style="list-style-type: none"> ❑ Use and understand basic computer terms: network, directory (folder), electronic mail (email), copyright, software piracy, file, telecommunication, Internet, web browser, and website ❑ Show an understanding of appropriate legal and ethical conduct by demonstrating appropriate computer etiquette ❑ Show an understanding of appropriate legal and ethical conduct by respecting the privacy rights of all users through the use of security rules outlined in the school Acceptable Use Policy ❑ Show an understanding of appropriate legal and ethical conduct by following the school Acceptable Use Policy regarding appropriate behavior ❑ Demonstrate ability to manage files (save, retrieve) ❑ Create and save a document to identify intended use ❑ Create and save a document to use “save” and “save as” ❑ Save files to network directories ❑ Demonstrate appropriate use of special keyboard keys: backspace, delete, enter, ALT, CTRL ❑ Identify inventors who contributed to the development of computer technology ❑ Identify and properly use basic computer hardware & software components: printer, scanner, digital camera, floppy disks, hard drive, and flash drives ❑ Open, view, and print documents: use print preview ❑ Demonstrate use of Microsoft PAINT tools ❑ Develop an awareness of the computer as a communication tool ❑ Identify inventors who contributed to the development of computer technology
<p>OCTOBER</p>	<ul style="list-style-type: none"> ❑ Use the network to access information from a directory ❑ Learn keyboarding skills: practice proper posture and finger positions and learn correct finger reaches ❑ Continue working with Microsoft PAINT tools ❑ Continue working on websites ❑ Demonstrate use of Microsoft WORD ❑ Identify the functions and advantages of productivity software: word processing ❑ Use and understand basic computer terms: word processor, word wrap, and edit ❑ Use a word processor in a real world context to type reports ❑ Format documents: indent ❑ Format documents: align text ❑ Use desktop publishing techniques to insert and manipulate graphics ❑ Edit text: cut copy, paste, delete text ❑ Right-click to access context menu ❑ Edit text: use spell check ❑ Use the Internet to access online information for research ❑ Open, view, and print documents: print entire file or selected parts ❑ Demonstrate appropriate use of special keyboard keys: spacebar, enter, TAB, and shift keys
<p>NOVEMBER</p>	<ul style="list-style-type: none"> ❑ Continue to practicing keyboarding skills ❑ Continue working with Microsoft PAINT tools ❑ Continue working with Microsoft WORD ❑ Continue working on websites ❑ Format documents: select font, style, size ❑ Use a word processor in a real world context to type stories and/or poems ❑ Demonstrate appropriate use of network printing

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DECEMBER	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Introduce <i>Microsoft Publisher</i>
JANUARY	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working with Microsoft PUBLISHER <input type="checkbox"/> Identify the functions and advantages of presentation software <input type="checkbox"/> Use and understand basic computer term: “multimedia” <input type="checkbox"/> Prepare a presentation for class display: create a new presentation <input type="checkbox"/> Prepare a presentation for class display: create and edit slides / screens <input type="checkbox"/> Prepare a presentation for class display: customize the background <input type="checkbox"/> Prepare a presentation for class display: arrange objects on the slide / screen <input type="checkbox"/> Prepare a presentation for class display: insert graphics, clip-art <input type="checkbox"/> Prepare a presentation for class display: use special effects (e.g. WordArt) to enhance titles <input type="checkbox"/> Prepare a presentation for class display: add slide transitions to slide show <input type="checkbox"/> Prepare a presentation for class display: save a presentation as a new file <input type="checkbox"/> Prepare a presentation for class display: save a presentation to a new location <input type="checkbox"/> Prepare a presentation for class display: open an existing multimedia project <input type="checkbox"/> Prepare a presentation for class display: practice presentation skills for an audience
FEBRUARY	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working with Microsoft PUBLISHER <input type="checkbox"/> Continue working with Microsoft POWERPOINT
MARCH	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working with Microsoft PUBLISHER <input type="checkbox"/> Continue working with Microsoft POWERPOINT
APRIL	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working with Microsoft PUBLISHER <input type="checkbox"/> Continue working with Microsoft POWERPOINT
MAY	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to practicing keyboarding skills <input type="checkbox"/> Continue working with Microsoft PAINT tools <input type="checkbox"/> Continue working with Microsoft WORD <input type="checkbox"/> Continue working on websites <input type="checkbox"/> Continue working with Microsoft PUBLISHER <input type="checkbox"/> Continue working with Microsoft POWERPOINT